

# SCHOOL DISTRICT OF DESOTO COUNTY

## SCHOOL CLERK, ELEMENTARY

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Training and/or experience in data entry.
- (3) Computer proficiency.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Proficiency in the use of computers and specific software. Knowledge of basic office equipment. Knowledge of appropriate office procedures. Ability to use word processing, databases and spreadsheet applications. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to deal effectively and courteously with a diverse population including students, parents, school personnel and the community. Ability to store and file correspondence and data in an organized manner. Ability to perform clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Ability to communicate orally and in writing. Ability to maintain accurate records. Good organizational skills. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Knowledge of correct telephone etiquette.

#### REPORTS TO:

Principal

#### JOB GOAL

To ensure that records and data are accurately entered and properly updated. To follow through on student attendance issues.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

##### Service Delivery

- \* (1) Enroll/Re-enroll students on student information system.
- \* (2) Withdraw students on student information system.
- \* (3) Communicate enrollments and withdraws to appropriate personnel.
- \* (4) Enter demographic and emergency contact changes as needed.
- \* (5) Request, receive, and complete student records request.
- \* (6) Scan student records into electronic cumulative folder and/or student information system.

January 9, 2024

Job Code: 73093

## SCHOOL CLERK, ELEMENTARY (Continued)

- \* (7) Create approved course master and sections on student information system so students can be scheduled.
- \* (8) Schedule students.
- \* (9) Mass print schedules as needed.
- \* (10) Assign teachers for new students and keep accurate count of classroom numbers.
- \* (11) Complete FTE count and state report data requirements for all FLDOE surveys.
- \* (12) Gather and maintain all survey documents for future FTE audits.
- \* (13) Print and distribute attendance sheets for the eleven (11) days of FTE attendance count to be signed by teachers.
- \* (14) Keep track of retentions and placed with cause students.
- \* (15) Prepare student reports as needed.
- \* (16) Verify with teachers that all grades are finalized prior to printing report cards/progress reports.
- \* (17) Print report cards/progress reports and distribute to teachers.
- \* (18) Input current non-gradebook and transfer grades.
- \* (19) Input assessments.
- \* (20) Input and maintain staff members on student information system.
- \* (21) Assign and assist with parent portal access.
- \* (22) Maintain student records including student information folders and cumulative folders.
- \* (23) Maintain attendance records.
- \* (24) Provide student information to teachers.
- \* (25) Administer medication as directed.
- \* (26) Organize, file and maintain office records using established guidelines and procedures.
- \* (27) Complete duplicating requests.
- \* (28) Serve as a receptionist, greeting the public in a courteous and helpful manner.
- \* (29) Answer telephone, record and deliver messages and transfer calls as required.
- \* (30) Provide typing and data entry services.
- \* (31) Order and maintain office supplies as needed.
- \* (32) Perform data entry related to summer school including schedule, attendance, grading and staff.
- \* (33) Assist with roster verification for teacher performance.
- \* (34) Demonstrate initiative in the performance of assigned responsibilities.
- \* (35) Perform other data entry, clerical duties, and office activities as needed.

### Employee Qualities/Responsibilities

- \* (36) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (37) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (38) Ensure adherence to good safety standards.
- \* (39) Maintain confidentiality regarding school/workplace matters.
- \* (40) Model and maintain high ethical standards.
- \* (41) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (42) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

January 9, 2024

**SCHOOL CLERK, ELEMENTARY (Continued)**

**Inter/Intra-Agency Communication and Delivery**

- \* (43) Exercise service orientation when working with others.
- \* (44) Keep supervisor informed of potential problems or unusual events.
- \* (45) Use effective, positive interpersonal communication skills.
- \* (46) Respond to inquiries and concerns in a timely manner.
- \* (47) Serve on school/district committees as required or appropriate.

**System Support**

- \* (48) Exhibit interpersonal skills to work as an effective team member.
- \* (49) Follow federal and state laws as well as School Board policies, rules and regulations.
- \* (50) Demonstrate support for the school district and its goals and priorities.
- \* (51) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (52) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \* (53) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**COMPENSATION:**

Compensation for this position is Pay Lane **D02 (11 MONTH)**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.